

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MEMORANDUM OF UNDERSTANDING

BETWEEN
CAPISTRANO UNIFIED SCHOOL DISTRICT
AND
CAPISTRANO UNIFIED EDUCATION ASSOCIATION

COVID-19 Paid Administrative Leave

WHEREAS, expanded family leave and emergency paid sick leave under the Families First Coronavirus Response Act (“FFCRA”) expired on December 31, 2020;

WHEREAS, Orange County continues to face challenges with coronavirus cases;

WHEREAS, the District desires to provide paid leave to employees who are subject to quarantine due to COVID-19, whether the exposure occurred in or outside of work, in order to prevent workplace transmission;

To these ends and in the interest of employee health and safety, the District and CUEA agree as follows:

1. All members who began using 10 days of emergency paid sick leave under the Families First Coronavirus Response Act (FFCRA) on/or prior to December 31, 2020, for reasons listed in Paragraph (2) may continue using the 10 days of leave, notwithstanding the expiration of the FFCRA, until the 10 days are exhausted. Beginning January 1, 2021, employees are no longer eligible to use 10 days of emergency paid sick leave to care for an ill family member or to care for a child whose school or day care is closed due to COVID-19.

Part-time employees are entitled to a prorated amount of leave. For example, an employee working 50% of a full-time schedule is entitled to 40 hours of leave.

2. All members who have NOT used and/or exhausted their 10 days of emergency paid sick leave under the FFCRA on or before December 31, 2020, shall be eligible to utilize 10 days of COVID-19 paid administrative leave (including any remaining balance of 10 days) until June 4, 2021 under the following circumstances: (a) the employee has a confirmed positive COVID-19 test; (b) the employee has had close contact with a person who has tested positive for COVID-19; (c) the employee is experiencing symptoms related to COVID-19 and is awaiting testing, or (d) the employee is under a quarantine order issued by federal, State, or local public health officials.
3. **Verification of Need for Leave:** In order to receive COVID-19 paid administrative leave pursuant to paragraph (2), employees must provide one of the following verification:

